



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III
UNIT #15716
APO AP 96271-0716

REPLY TO
ATTENTION OF:

EANC-HG-CP

23 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USASA Area III Policy Memorandum #46, Civilian Incentive Awards

1. **Purpose:** To establish policy and procedures regarding the incentive award program for civilian employees of USASA Area III.
2. **General:** The Army Civilian Incentive Awards program offers a variety of cash, time-off, and honorary awards to recognize outstanding performance and achievement by US and Korean National (KN) civilian employees, as well as Public Service awards designed to recognize individual and group accomplishments to the Army mission. Recognition of deserving employees can have a cumulative positive impact on improving the morale, productivity, efficiency, and effectiveness of the work unit. Our civilian employees will see that we welcome new ideas and reward superior performance. This program has three categories of awards; monetary, Quality Step Increase (QSI), honorary, and time-off.
3. **Applicability:** This memorandum applies to all US and KN civilian employees employed by USASA Area III.
4. **Policy:** Incentive awards are not automatic entitlements and supervisors shall demonstrate selectivity when nominating employees for awards. Supervisors will ensure equitable consideration of all employees for incentive awards.
 - a. Recognition will be made on the basis of merit alone.
 - b. Recognition will be made promptly and appropriately. Nominating officials should follow the time frames for submission as given in the applicable regulation.
 - c. Both an honorary and monetary award can be granted for the same act or achievement if criteria for both are met. The same act or achievement cannot normally constitute the basis for more than one honorary or monetary award.
 - d. Nominating officials will not notify individuals that an award recommendation has been submitted or that they are under consideration for an award in case the recommendation is disapproved, modified, or returned. Non-receipt of an award is not considered grounds for a grievance.

EANC-HG-CP

SUBJECT: USASA Area III Policy Memorandum #46, Civilian Incentive Awards

e. Individuals who are experiencing or have recently experienced performance or misconduct problems will normally not be nominated for performance or achievement awards.

5. Responsibilities: The USASA Area III Commander has the overall responsibility for the incentive award program and the Civilian Executive Assistant (CEA) has been designated as the alternate and assumes all responsibility for this program in the Commander's absence.

Incentive Awards Board:

(1) The USASA Area III Incentive Awards Board shall be established to review and approve all monetary civilian awards, and honorary civilian awards in the following categories: Meritorious Civilian Service Award, Superior Civilian Service Award, Commander's Award for Civilian Service, and the Achievement Medal for Civilian Service. The Incentive Awards Board created IAW AR 672-20, Incentive Awards, will consider all award packets and make recommendations for each individual nomination. There are five voting members on the board, and each member shall have an alternate. The CEA shall serve as Chairman of the Board. Members of the board with designated alternates are the Civilian Executive Assistant (CEA), Civilian Personnel Advisory Center (CPAC) Director, Personnel and Administration Director (DPA), Resource Management Director (DRM), and a fifth rotating member to be selected by the Chairman before each Incentive Awards Board Meeting.

(2) The CPAC Director is designated as the Awards Manager for USASA Area III.

(3) Board members shall review and act on award recommendations with the board meeting a minimum of five times per year approximately 30 days after the end of rating period. These meetings will provide an opportunity for board members to discuss policy, procedures, and possible changes to the existing award policy and will coincide with the five major rating periods of the US and KN civilian employee population. The USASA Area III CEA will serve as chairman. The Awards Manager will call the meetings as follows (additional board meetings will be called as recommended by Awards Manager):

(a) O/A 15 February for WG/GS 6-8 and KWB 7 and above.

(b) O/A 15 May for WG/GS 1-5 and KGS 1-5.

(c) O/A 15 July for WS/GS 13-14.

(d) O/A 15 August for KGS 6 and above.

(e) O/A 15 November for WS/GS 9-12 and KWB 1-6.

EANC-HG-CP

SUBJECT: USASA Area III Policy Memorandum #46, Civilian Incentive Awards

(4) The awards packet reflecting board member recommendations will be routed to the Commander for final approval and signature. In those instances when the board recommends either disapproval or modification to an award, the board will notify the nominating official prior to the recommendation being sent forward to the approving authority.

(5) The Directorate of Resource Management (DRM) retains overall responsibility for fund certification.

(6) The CPAC performs regulatory review for all US and KN award recommendations. In addition, CPAC manages the overall program and advises the Chairman and award board on all matters as set forth in this policy memorandum.

(7) Supervisors shall be responsible for ensuring that an active incentive awards program is fairly and equitably administered within their section. Supervisors or other nominating officials will ensure that all nomination packets are accurately completed, to include DA Form 1256 and that proper justification for each level of award is prepared.

6. Procedures: To ensure timely processing of all award actions, the Awards Manager will establish a tracking system for all award recommendations. Only the approval authority may approve or disapprove award recommendations. Other parties involved in the routing procedure (to include the Awards Board), may only recommend approval, disapproval, upgrade, or downgrade.

Nominating officials prepare the nomination and approval form (DA Form 1256) with a proposed citation and necessary justification and additional documents as needed to recommend an award. Completed nomination packets will be forwarded through supervisory chain to CPAC.

(1) The proposed citation should be no more than 90 words in length and should include the job title, organization of the nominee, period for which cited, and a statement of the accomplishment.

(2) Awards based on annual performance must be supported by a copy of a properly completed civilian performance rating form that covers the rating period.

(3) The DA Form 1256, citation, and substantiating documents will be submitted to the Awards Manager in the original and one copy. Following board review, the awards packet will be routed to the appropriate approving official, and returned to DRM for fund certification. The Awards Manager will coordinate the action with the nominating official for preparation of any certificate or memorandum/letter to be signed when appropriate.

EANC-HG-CP

SUBJECT: USASA Area III Policy Memorandum #46, Civilian Incentive Awards

(4) High level recognition for Korean National employees (awards presented with medals) requires coordination with both host nation and US embassies prior to presentation. The CPAC is responsible for processing concurrence requests with the appropriate embassies.

(5) Public recognition is an integral part of the Incentive Awards program. Supervisors will promote participation by their employees as recipients or as spectators. Joint civilian and military ceremonies to recognize outstanding service should be held whenever possible.

7. **Supercession:** None.

8. **Expiration:** This policy memorandum expires upon supercession.

9. **POC** for this policy is the Area III CPAC at DSN 753-8762.

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